

The Board of County Commissioners Of Riley County, Kansas

The Regular meeting of the Board of County Commissioners met at the Riley County Plaza East Building October 14, 2004 with the following members present: Mike Kearns, Chairman; Bob Newsome, Vice Chairman; Alvan Johnson, Member; and Rich Vargo, County Clerk.

8:30 Public Comment & Business Meeting

Geri Simon; and Leon Hobson, Director of Public Works/County Engineer, attended.

Johnson moved to approve the minutes of October 11, 2004 as amended. Newsome seconded. Carried 3-0.

Kearns presented a letter from the Law Board requesting additional facility space in the Riley County jail. The Board of County Commissioners asked that the matter be placed on the agenda with County Engineer and Riley County Police Department Director.

Newsome moved to sign "Resolution No. 101404-49, A Resolution appointing a representative to the Big Lakes Developmental Center Advisory Board – Brent Bowman." Johnson seconded. Carried 3-0.

Newsome moved to sign "Resolution No. 101404-50, A Resolution appointing a representative to the Joint Corrections Advisory Board – Charlie Sprott." Johnson seconded. Carried 3 0.

The Board of County Commissioners signed a Riley County Personnel Action Form for Melinda Sloup, a new hire, as an Appraiser II, in the Appraiser's Office, at a grade 7 step 1, at \$12.00 per hour.

Kearns moved to sign a contract agreement with A.O. Stueber Company, Inc. from Topeka, Kansas for the North Otter Creek Road bridge replacement in the amount of \$231,457.95. Johnson seconded. Carried 3-0.

Newsome moved to sign the 2005 Soil Conservation District Budget in the amount of \$52,317.33. Johnson seconded. Carried 3-0.

9:00 Sharolyn Flaming-Jackson and Jennifer Wilson, County

Extension Agent

Geri Simon; and Cindy Volanti, Administrative Account Analyst, attended.

Flaming-Jackson reported the Extension Open House will be held Tuesday, November 9, 2004 from 9:00 a.m. – 6:00 p.m. at the 2nd floor meeting room of the county offices.

Flaming-Jackson said the Extension Council Election will be held November 8, 2004 – November 12, 2004 from 8:00 a.m. – 5:00 pm. In the Extension Office.

Wilson said she is working on an identity theft program. Wilson said she will offer Identity Theft Programs the months of October and November.

9:15 Janet Dean, Human Resources Coordinator

Bret Glendening, Budget and Finance Officer; Cindy Volanti, Administrative Account Analyst; and Geri Simon, attended.

Dean discussed 3 options for longevity pay for employees after step 25 on the pay scale.

Johnson moved to approve:

Policy Option 1 -- Maximum Performance Increase

No employee will receive base compensation above the Step 25 maximum of their pay range. However, employees who have reached Step 25

will still be eligible for a Cost of Living adjustment if approved by the Board of County Commissioners.

Any additional performance increase will be in the form of a lump sum incentive that will not be factored into the employee's base compensation. In addition, the lump sum incentive will not be factored into the employee's base pay for the purposes of overtime calculations as it is discretionary from year to year and is based upon the employee's performance. To receive this lump sum incentive, the employee's annual performance evaluation must be rated at satisfactory or better.

Discretionary lump sum incentives may be granted for regular employees who have reached Step 25 of their current pay range. At the end three full years at Step 25, with satisfactory or better performance evaluations, an employee may receive a \$500 discretionary lump sum incentive payment. At the end of six full years at Step 25, with satisfactory or better performance evaluations, an employee may receive a \$750 discretionary lump sum incentive payment. At the end of nine full years at Step 25, and for each three full-year increments beyond nine years, with satisfactory or better performance evaluations, an employee may receive a \$1,000 discretionary lump sum incentive payment. The employee must be on the County payroll at the time of the payment.

Newsome seconded. Carried 3-0.

9:30 Eileen King, County Treasurer

Bret Glendening, Budget and Finance Officer; Cindy Volanti, Administrative Account Analyst; Geri Simon; Kathryn Mayes, Manhattan Mercury; and Lyndal Nyberg, League of Women Voters, attended.

King presented the monthly financial statements.

Johnson suggested all excess sales tax revenue collected under the ½ cent LEC collections should remain available for the requested facilities improvements to the Riley County jail.

9:45 Stan Morgan, Counselor/Director of Administrative Services

- **Administrative Work Session**

Janet Dean, Human Resources Coordinator; Eileen King, County Treasurer; Bret Glendening, Budget and Finance Officer; Cindy Volanti, Administrative Account Analyst; Geri Simon; Kathryn Mayes, Manhattan Mercury; John Cowan, GIS Coordinator; Robert Nall, Network Administrator; Howard Haile, Information Systems Supervisor; and Lyndal Nyberg, League of Women Voters, attended.

Morgan stated Austin Peters stated John Cowan, GIS Coordinator, is currently a Grade 10 step 11, \$20.01 per hour (\$41,620.80 annually). If the market average for his position is \$23.05, and the recommendation from Austin Peters is to adjust the position to Grade 11, the closest corresponding step to the market average would fall between the midpoint of that grade, which would be Grade 11 step 11, \$22.90 per hour (\$47,632.00 annually). This represents an increase in base pay of approximately \$6,011. This figure does not include additional costs for benefit contributions; however the fiscal impact is minimal when compared to the amount of overtime that has been incurred during the last several years. Robert Nall, the Network Administrator, is currently a Grade 10 step 3, \$17.59 per hour (\$36,587.20 annually). For him to become a Grade 11, step 1 at \$18.98 per hour (\$39,478.40 annually), the fiscal impact to the Information Systems budget would be an increase of approximately \$3,000 in his base pay. This figure does not include additional costs for benefit contributions.

Again, the fiscal impact would be minimal when compared to the overtime incurred during the last several years.

Morgan recommended the pay increase, if approved, be implemented retroactive to September 25, 2004.

Newsome moved to approve the recommendation to change the classification for the GIS Coordinator to pay Grade 11, step 11 @ \$22.90/hour and the Network Administrator to Grade 11, step 1 @ \$18.98/hour, pay retro active to September 25, 2004. Johnson seconded. Carried 3-0.

10:10 The Board of County Commissioners signed the following Riley County Personnel Action Forms:

- Robert Nall, Jr., a status change, as a Network Administrator, in the Information Systems Department, at a grade 11 step 1, at \$18.98 per hour, effective September 25, 2004.
- John Cowan, a status change, as a GIS Coordinator, in the GIS Department, at a grade 11 step 11, at \$22.90 per hour, effective September 25, 2004.

10:15 Stan Morgan, Counselor/Director of Administrative Services

- **Administrative Work Session**

Chuck Murphy, Director of Riley County-Manhattan Health Department; Bret Glendening, Budget and Finance Officer; Leon Hobson, Director of Public Works/County Engineer; Geri Simon; Lyndal Nyberg, League of Women Voters; Kathryn Mayes, Manhattan Mercury; and Brennan Engle, Free Press, attended.

Morgan discussed a City of Riley resident's questions about how the Health Department should address issues with his neighbor's flea infested property, which contaminated his property.

Murphy said the flea infestation would classify as a health nuisance.

Murphy stated in the City of Manhattan their code addresses 90% of the issues.

Murphy said in small cities the Health Department provides advice to the residents and city council.

Murphy said he advised the Riley City Council and resident to contact the police, because it was an animal neglect issue. Murphy said it then became a rat and then a flea infestation issue.

Murphy said the issues the Health Department has the authority to address must have the potential to be a health issue.

Murphy stated without the appropriate code and ordinance in 3rd class cities the Health Department is limited in its actions.

Murphy stated all counties are required to provide a health officer.

The Board of County Commissioners asked Stan Morgan to draft a letter to send to the resident of Riley explaining why the Riley County-Manhattan Health Department cannot respond to his complaint.

Murphy recommended all incorporated cities adopt a code, which could be enforced.

Newsome suggested Chuck Murphy assist the small cities in developing a code.

Johnson agreed to attend and participate in any rural meetings to address this issue.

Murphy reported half of the flu vaccine has been quarantined. Murphy said the Federal Government has 22 million doses to provide to the elderly, young, and high risk.

Murphy said the Riley County-Manhattan Health Department has received a small amount of flu vaccine for uninsured children. Murphy stated the Federal Government will withhold 8 million doses in case a flu epidemic would break out. Murphy said some physicians have received a very limited amount.

10:40 Bob Isaac, Planner

Roger Schultz; Fred Gibbs; Geri Simon; Lyndal Nyberg, League of Women Voters; Leon Hobson, Director of Public Works/County Engineer; and Monty Wedel, Director of Planning and Development, attended.

Isaac presented the request to rezone Lots 2 and 3 and the south 160 feet of Lot 1 of the South Dam Addition and a portion of an unplatted tract of land from "C-4" (Highway Business) to "C-PUD" (Commercial Planned Unit Development) and to rezone a 20-acre tract of land from "C-4" (Highway Business) to "G-1" (General Agricultural).

Isaac said a communal lagoon has not been approved yet by the Kansas Department of Health and Environment (KDHE).

Isaac said storm water drainage was a concern in the area. Isaac said a written agreement has been made with Manhattan Township and the applicant to improve the water drainage.

Hobson said the road is on the 60 foot public right-of-way.

Isaac said Pat Collins was concerned with adequate fire protection to the area due to the cul-de-sac and terrain.

Isaac said staff recommends approval of the request (pet. #04-06) to rezone Lots 2 and 3 and of the South Dam Addition and a portion of an unplatted tract of land from "C-4" (Highway Business) to "C-PUD" (Commercial Planned

Unit Development). The Manhattan Urban Area Planning Board held a public hearing on September 20, 2004, and recommended approval of the request.

Isaac said staff recommends approval of the request (# 04 10) to rezone from "C-4" (Highway Business) to "G-1" (General Agricultural). The Manhattan Urban Area Planning Board held a public hearing on September 20, 2004, and recommended approval of the request.

Kearns opened the public hearing.

Wedel said the fire station issue is being addressed by the Fire District and the property owner. Wedel said he discussed with Pat Collins more precise standards for development in the Fire District.

Kearns closed the public hearing.

Johnson moved to approve the request to rezone Lots 2 and 3 of the South Dam Addition and a portion of an unplatted tract of land, from "C-4" (Highway Business) to "C-PUD" (Commercial Planned Unit Development) with the finding that the planned unit development is in general conformity with the Comprehensive Plan and will not have a substantially adverse affect on the neighboring area and to approve the request (# 04-10) to rezone from "C-4" (Highway Business) to "G-1" (General Agricultural). Kearns seconded. Carried 3-0.

Newsome moved to sign "Resolution No. 101404-51, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township (Schultz, C-4 to C-PUD)." Johnson seconded. Carried 3-0.

Johnson moved to sign "Resolution No. 101404-52, Resolution amending the zoning map of Riley County concerning the use of certain real estate located in Manhattan Township (Schultz, C-4 to G-1)." Newsome seconded. Carried 3-0.

11:15 Kearns asked if the Board of County Commissioners has the authority to remove the berm built at the end of Tanmangile Road.

Morgan stated the Board of County Commissioners have authority to remove the berm on a road that has been used for public access.

Newsome moved to approve the payroll vouchers in the amount of \$153,772.30 and the following warrant vouchers for October 15, 2004:

2004 Budget

County General	193,267.63
CDBG Housing	2,693.28
Truancy Monitor	433.65
Domestic Violence Spec	482.05
Juvenile Intake Case Mgr	73.98
Riley Co Juvenile Service	4,915.17
Auto Special	2,631.19
21 st Jud Dist Surveillanc	60.54
21 st Jud Dist Teen Court	523.69
Riley Co Adult Services	5,197.99
Capital Improvements Fund	44,568.83
Emergency 911	15.09
Solid Waste	3,601.09
County Building	287.50
Road & Bridge Cap Project	4,941.45
LEC – SURPLUS	8,234.85
Riley Co Fire Dist #1	2,224.44
University Park W&S	1,087.71
Hunters Island Water Dist	39.99
Deep Creek Sewer	230.58
Konza Water Operations	452.39

TOTAL. \$275,963.09

Johnson seconded. Carried 3-0.

11:20 Johnson moved to adjourn. Newsome seconded. Carried 3-0.